

Fax Without a Confirmation on a Ricoh Copier

Definitions:

Hard Buttons -The hard plastic buttons that are on the face of the copier.

Soft Buttons -Buttons that are on the screen of the copier.

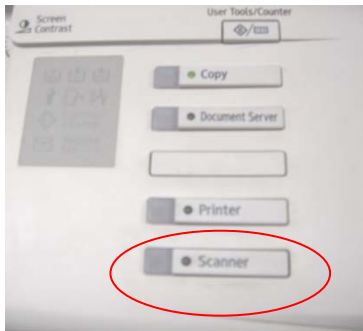
Project Button – When pressed will return to the home screen.

Logout Button- Will log you off after faxing with confirmation.

Fax Without Confirmation

(Please note some models may have an intermediary screen after pressing the scanner hard button. Please select GLOBAL SCAN on that screen if it appears. The Scanner soft button will no longer work.)

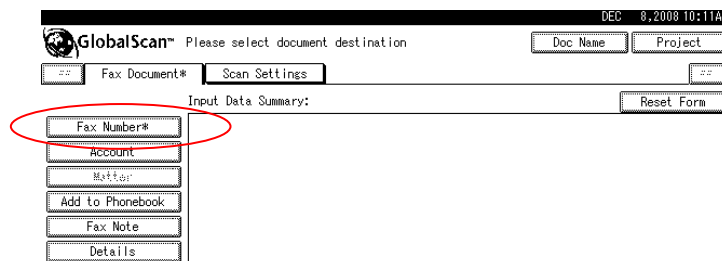
1. Place document to be faxed in document feeder.
2. Select the [**Scanner**] hard button. If the Scanner / Global Scanner page shows, select GLOBAL Scan



3. On the Project Screen select [**Fax without Confirmation**] soft button.

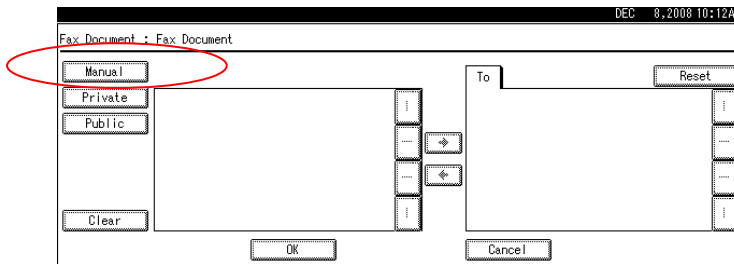


4. On the main Fax screen press the [**Fax Number**] soft button.

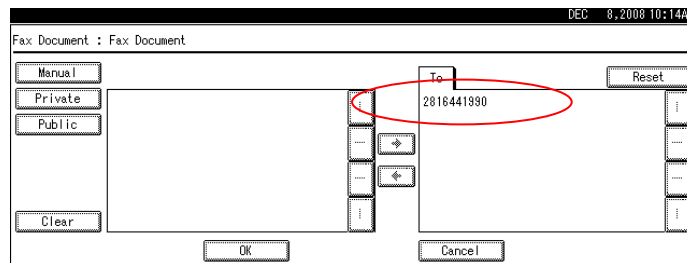


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5. Press the [**Manual**] soft button and enter the Fax number. Placing a 9 in front of the number **is not** necessary.



6. Verify that the number is correct on the right side of the screen and press [**OK**] and then press the [**Green Start Button**].



No confirmation will be sent using this feature.